

CALL FORWARDING OFF-PREMISE

Use **Off-Premise Call Forwarding** to forward your calls to an off-site location. Stay in touch when you are away from the office by forwarding to your cellular phone, home office, hotel or meeting room.

To activate Call Forwarding Off-Premise:

Do not pick up receiver.

1. Press "CALL 1" button + *4
2. 6 + 9
3. Dial the outside number to which your calls should be forwarded (include "1" if necessary)
4. Press "HOLD"
5. Press "SPK" to hang up

Your DND light flashes.

To Cancel Forwarding Off-Premise:

1. Press "CALL 1" button + *4
2. 6 + "HOLD"
3. Press "SPK" to hang up

Your DND light stops flashing.

CALL FORWARD FOLLOW ME

While you are at a co-worker's desk, you can direct your calls to your co-worker's extension. Use **Call Forward Follow Me** if you get detained with your co-worker longer than expected. Instead of ringing your own phone unanswered, your calls will ring you where you are.

To Activate Call Forward Follow Me:

1. Press "CALL 1" button + *2
2. 3 + Dial your own extension number
3. Dial Call Forwarding type:
2 = All calls
3 = Outside calls only
4. Press "SPK" to hang up

Your Call Forwarding (Station) Button flashes when Call Forwarding is activated.

To Cancel Call Forward Follow Me:

1. Press "CALL 1" button + *2
2. Press 0
3. Press "SPK" to hang up.

Your Call Forwarding (Station) button will stop flashing.